



Franklin County Clerk of Courts

Maryellen O'Shaughnessy, Clerk

INTERNAL and EXTERNAL POSTING

Job Title: **Document Management Specialist (Full-Time, Bargaining Unit)**
Division: General
Manager: Joyce Beauman
Job Posting ID: 09-G-15
Posting Dates: Tuesday, December 29, 2015 – Tuesday, January 5, 2016 11:59 pm
Starting Salary: \$12.94 Hourly/ \$26,915.20 Annually

Responsibilities and Duties:

- Enters data from legal documents on computer and verifies the accuracy of the data.
- Approves E-File documents and verifies the contents of documents.
- Provides assistance and informational services to customers, in person or by telephone, regarding the issuance of legal documents, court filings, notary requirements, verification of legal documents submitted by customer, processing transactions, and determining authenticity of documentation.
- Performs a variety of clerical tasks in order to assist with the efficient operation of the office.

Minimum Qualifications:

- A high school diploma and/or any equivalent combination of education, experience, and training.
- Skill in computer operation, typing, and data entry.
- Ability to read, copy, and record figures, and calculate fractions, decimals, and percentages.
- Ability to carry out instructions; deal with problems within a familiar context.
- Must be able to communicate effectively and respond to routine inquiries from public or officials.
- Must be able to develop and maintain effective working relationships.

To apply please submit a resume and application by E- mail to employeeapps@franklincountyohio.gov or online at <http://clerk.franklincountyohio.gov/employment.cfm>.

Salary Range: \$12.94 - \$16.82 Hourly/ \$26,915.80 - \$34,985.60

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Jamie Belcher

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